



Celina Fire Department

1413 S. Preston Road, Celina, TX 75009 972-382-2653

POSITION DESCRIPTION

TITLE: Assistant Fire Chief
DEPARTMENT: Fire Department
REPORTS TO: Fire Chief

LAST UPDATED: 09-30-15
JOB CLASS:
FLSA DESIGNATION: Exempt

Summary: Under general direction of the Fire Chief, manages, supervises, plans and coordinates the activities and operations of multiple divisions within the Fire Department to assist with the overall management of the Fire Department. Provides highly complex executive staff support to the Fire Chief. Participates in all emergency and non-emergency operations as deemed necessary. Assumes the role of Fire Chief in the incumbent's absence.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees and supervises the daily functions and activities of assigned divisions.
- Responds to emergency and non-emergency calls for service and assumes an appropriate role within the Incident Command System; Secures safety of the incident scene
- Manages and participates in the development and administration of assigned divisions budgets; directs the forecast of funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned department services; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers standard operating policies and procedures
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews with Fire Chief; implement improvements
- Schedules staff and allocates apparatus to provide the highest level of service for emergency and non-emergency operations
- Critiques operations for ways to improve services and responses
- Provides staff support to a variety of boards and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention and operations
- Represents the City in emergency service matters at the local, regional, state, and national levels
- Coordinates with Senior Staff to provide administrative and emergency response coverage during non-business hours.
- Recruits, trains, tests, assigns, evaluates and motivates subordinate staff
- Responds to requests and inquiries from the general public, other Department personnel, and other City Departments
- Interprets and explains City and Department policies and procedures to the public and Department members
- Completes administrative duties including but not limited to:
 - Reviewing records and reports of all incident responses or investigations as necessary
 - Approving recurring documentation such as timesheets for personnel and monthly reports
 - Maintains and analyzes data, records and documentation of all activities for assigned division
- Completes assigned special projects in area of expertise or as assigned
- Resolves a variety of situations characterized by conflict or danger
- Makes final recommendations to the Fire Chief on all discipline and grievances within assigned division or as assigned
- Ensures that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with City policy
- Determines medical status and priority of medical treatment
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by EMS certification,

- established medical protocols, and standard operating procedures
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients
- Follows established universal health precautions in the treatment and care of patients
- Supervises professional, technical, clerical and uniformed employees engaged in providing fire prevention, fire safety training and other emergency services support
- Assumes the role of Fire Chief in the incumbent's absence, as assigned

Other Important Duties:

- May work schedules including weekends, holidays and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends staff meetings as required
- Coordinates public education activities that may include, but are not limited to: National Night Out, children's birthday parties, block parties, station tours, Fire Prevention week and patient care.
- Attend scheduled training necessary to maintain EMS certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or Medical Control Physician.
- Travels to conduct fire and life safety inspections, respond to calls for service, provide CPR and First Aid instruction and to attend meetings, conferences and training
- Performs related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Federal, State and City fire and life safety codes, ordinances, and regulations.
- Knowledge of administration and management of a municipal fire department.
- Knowledge of emergency medical services and ambulance operation principles and practices
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations
- Knowledge and skill associated with operating specialized communication equipment
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation
- Knowledge of safe work practices and procedures
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances
- Ability to read and comprehend complex legal, regulatory, procedural, policy materials
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action
- Skill in effective oral and written communications
- Skill in implementing Department procedures and objectives
- Skill in effectively supervising and delegating duties to assigned staff
- Skill in resolving customer complaints and concerns

Preferred Education, Experience, and Certifications:

- Bachelor's degree in Business Administration, Public Administration, Fire Science, or related degree and twelve (12) years' experience as a paid firefighter/paramedic with 2 years progressively responsible management/leadership experience at the battalion/division level or higher is preferred.
- Certification as a Paramedic through the Texas Department of State Health Services
- Certification as a Master Structural Firefighter through the Texas Commission on Fire Protection
- Current on all Texas Department of State Health Services medical continuing education requirements related to Paramedic certification
- Current on all Texas Commission on Fire Protection continuing education requirements related to Basic Structural Firefighter certification
- Must successfully complete all medical control requirements to perform as a Paramedic with the Celina Fire Department
- Must possess and maintain a valid Texas Class B Exempt driver's license
- Must maintain a satisfactory rating on annual performance evaluation reports
- Must possess the following certifications
 1. Texas Commission on Fire Protection (TCFP) Fire Instructor II

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, unstable buildings and structures, air and water borne pathogens, infectious diseases, and extreme heat.
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and

operating high pressure water hoses

- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry, or emotional citizens and business owners.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, Fire Department equipment, rescue equipment, medical equipment, Carbon Monoxide meters, hand tools, weapon, radio communications equipment, thermal imaging cameras, and department vehicle.
- Operates specialized rescue and emergency medical response equipment including but not limited to two-way radio equipment, intubation and IV equipment, cardiac heart monitor/defibrillators and Department vehicles.